

Agenda Item #4 (a)

**Board of Trustees
Minutes of Meeting
Main Library
Robeson Pavilion Rooms A & B
November 17, 2011**

1. The meeting was called to order at 5:32 p.m. by President Freeland.
2. Members Present: Mark Ballard, Russell Dankert, Rusty Freeland, Rochelle Funderburg, Tony Howard, Minnie Pearson and Jan Simon

Members Absent: Paula Kaufman and Michael La Due

Library Staff Present: Marsha Grove, Mary Bissey, Jill Bouvet, Brent Colclasure, Stephanie Edwards, Kristina Hoerner, Debbie Keith, Elizabeth Otto, Meg Schmaus and Laura Weis

Visitors Present: Natalie Frankenberg, *League of Women Voters*; Laura Hall, *City Legal Department*, Bob Hoffman, and Deb Lissak, *The Urbana Free Library*
 - Freeland welcomed new Trustee Tony Howard to the Board. Howard is Interim Assistant Principal at Edison Middle School and appreciates the opportunity to be part of a prestigious group.
3. Approve the Agenda:
 - MOTION by Ballard to approve the agenda as presented, seconded by Funderburg. All: Aye.
4. Approve the Minutes:
 - Simon pointed out a typo in the minutes. Bouvet will correct.
 - MOTION by Funderburg to approve the regular meeting minutes of October 20, 2011 as presented; seconded by Pearson. All: Aye.
5. Financial Reports:
 - a. Approve “Check Register” and “Handwritten Checks” for October 2011:
 - Keith reported on several expenditures to Johnson Controls, final renovation bills for Douglass Branch, the first quarterly payment for FICA/IMRF to City of Champaign and the final payment to Martin Hood for the audit that is now complete.
 - MOTION by Pearson to approve checks for October 2011 for \$621,464.85 as presented; seconded by Dankert. All: Aye.

b. 2011-2012 Financial Statements:

- MOTION by Ballard to accept the financial statements for October 2011 as presented; seconded by Funderburg. All: Aye.

c. Fund 24 Financial Review:

- Keith gave a brief overview of Fund 24 explaining that a portion of the property taxes are levied to help library improvement plans. We are using a one-time portion of \$250,000 for the automation system which appears under expenditures. The other two payments that come out of this fund is the library portion of debt service. The library pays \$700,000 a year for debt service. A total of \$441,000 is taken from this fund and the difference will come out of the operating fund.
- Freeland added that prior to the construction of this building there was an earlier building project for the building that this building replaced. There was a levy that was passed to fund the payment of that building cost and the levy was left in place. The budget of levied money for this coming year is \$930,000 that goes into this fund that is to be used for the library building and some is used to pay for our debt service. The City is using \$750,000 of this fund to pay their portion of debt service which is hopefully a one-time event.

6. Heartland Suspension/ Review of Library Policies on Reciprocal Borrowing and Interlibrary Loan Privileges:

- Grove stated it was disappointing to receive the letter from Heartland indicating that we were in jeopardy of losing our annual Per Capita grant (approximately \$77,000 spent on materials) and the loss of delivery service, interlibrary loan and reciprocal borrowing if we keep our policy of charging reciprocal borrowers. We cannot afford to lose the grant. Grove recommended eliminating the policy to charge \$200.00 to Mahomet and Tolono cardholders.
- Grove explained that since implementing the policy almost exactly a year ago, circulation for a year's period has decreased approximately 250,000 (number of items checked out by Mahomet and Tolono) so the reciprocal use went down. The restriction did what we intended it to do, which was to reduce such heavy use by a couple of other libraries. We have reduced programming over the past few years, reduced funding for materials, which will probably go down again next year. We have also had to reduce staff through attrition. We have 14 positions vacant. Grove indicated that we cannot go back to what we were doing before. We cannot circulate an additional 250,000 items as we do not have the staff to handle it. We have to come up with a compromise. If we have to allow Mahomet and Tolono free access to reciprocal borrowing at CPL, we need to restrict all reciprocal borrowers.
- Grove recommended that we restrict all reciprocal borrowers by three items at any given time. This is unfortunate that this has come to this. This would be effective December 8 with our new catalog system coming up on that same date. December 8 is the date we would allow reciprocal borrowing to begin again. This would not apply to Urbana due to the Intergovernmental Agreement with them to form the new library catalog. With this restriction, Urbana would not restrict limits on Champaign.
- Freeland restated that the three items limit would apply to reciprocal borrowing and interlibrary loan.
- Ballard noted that a family of five with five cardholders could have 15 items out at one time. Ballard suggested starting with one or two items to see how it goes.
- Grove indicated that we need to restrict because we cannot go back to large numbers with reduced staff.
- Freeland stated that there could be some time period set to evaluate how this is working. If we found there was still a significant imbalance we have other options about how we might approach this. The

objective would be to find compromise that meets the goals that we have to protect the taxpayers in Champaign while trying to get in compliance with the Heartland System.

- Discussion continued.
- Pearson expressed that restrictions should be two items and not three.
- Freeland stated that action did not need to be taken at this meeting but should be made prior to the December 8 date in accordance with the new catalog system. Freeland suggested that the policy committee could meet to propose a written policy regarding restrictions as discussed. The new policy would be effective and could be distributed on December 8. It would then be ratified by the Board at the December Board meeting.
- MOTION by Pearson to rescind the existing policy on restrictions on reciprocal borrowing for the Tolono Library District and Mahomet Library District and interlibrary loan privileges including the ability to purchase a \$200.00 card, seconded by Simon.
- MOTION by Pearson to adopt a new restriction on reciprocal borrowing and interlibrary loan with the exception of Urbana, allowing two items per card at any given time, seconded by Ballard. All: Aye.
- Freeland stated that a representative from the City Attorney's Office, Laura Hall, is present. Freeland acknowledged that there needs to be a response to the correspondence from Illinois Heartland and the State Librarian. Freeland indicated that once the new policy was approved by the Policy Committee, a reply could be prepared. There is an option in the procedures of the system to dispute suspension within 60 days.
- The Board's consensus was not to formally dispute the suspension.

7. 2012 Official Holiday and Closing Schedule for Library:

- MOTION by Funderburg to approve the 2012 Holiday and Closing Schedule as presented; seconded by Pearson. All: Aye.

8. Correspondence and Communications:

- Articles from *The News-Gazette* written by Kelly Strom, Collection Development Manager, featured in her column "Between the Stacks" entitled: "Fall Favorites: Treats, costumes and scary stories (October 9, 2011) and "Haunted hotels: Interesting vacation spots" (October 23, 2011).
- Article from *The News-Gazette* entitled "Sidney library seeks funding increase from village board" regarding the funding challenges the library is facing (November 10, 2011).
- Online article (mortongrove.suntimes.com/news) entitled "Skokie Library lowers borrowing limit for Evanston, Morton Grove residents" announcing the Skokie Public Library's board's decision to limit reciprocal borrowing for Evanston residents (November 17, 2011).

9. Director's Report:

- Grove reported that staff has been training for Polaris this month. Grove praised Al-Shabibi as our fabulous IT Manager and for her efforts and hard work with a million details to prepare for the December 8 new catalog launch.

10. Douglass Branch Library Advisory Committee Applicant: Gloria Dixon

- Pearson was pleased to recommend Ms. Dixon for the Advisory Committee. Ms. Dixon is a retired Unit 4 School District teacher.
- MOTION by Pearson to approve Gloria Dixon to the Douglass Branch Library Advisory Committee as presented; seconded by Funderburg. All: Aye.

11. Committee and Liaison Reports:

a. Art Committee:

- Pittman reported that the murals from artist Peter Sis are ready to be installed on November 29 and 30. Mr. Sis will make a public appearance in Robeson Pavilion Rooms A & B on December 14 at 4 p.m.

b. Champaign Public Library Foundation:

- Ballard reported that the audit was reviewed.
- Pittman reported that a new CD entitled “What I like” would be premiering along with the Baby Boogie CD which will be sold for \$12 each and would make great gifts.

c. Friends of the Champaign Public Library:

- Simon reported that obtaining more members is a primary goal. Simon explained that the Friends are very interested in the library’s budget issues and they are willing to help.

d. Douglass Branch Advisory Committee:

- Pearson reported that the committee viewed a video of programs held by Douglass Branch. Computer use has increased, senior citizens are learning to use email and obtaining Facebook accounts and encouraging others to do the same.

12. Comments from the Audience:

- There were no comments.

13. Comments from the Board:

- Funderburg and Pearson wanted to thank staff for their hard work. Howard also expressed his thanks for the efforts from staff on behalf of the Edison Middle School students who visit daily.
- Freeland mentioned the article in the paper from the Council meeting regarding the library’s tax rate which is projected to go down by 2%. As the budget process develops, we will then decide how to address this.

14. Next Meetings or Events:

- Regular Meeting, Thursday, December 15, 2011, 5:30 p.m., Julia F. Burnham 3rd Floor Conference Room
- Regular Meeting, Thursday, January 19, 2012, 5:30 p.m., Julia F. Burnham 3rd Floor Conference Room
- Regular Meeting, Thursday, February 16, 2012, 5:30 p.m., Julia F. Burnham 3rd Floor Conference Room

15. Adjournment:

- The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Rusty W. Freeland, President

Minnie Pearson, Secretary

Jill Bouvet, Recorder